

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**Class Title: Police Officer I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Enforces state and local laws. Responds to calls for service. Maintains visibility for crime deterrence as well as accessibility. Initiates criminal and traffic investigations, conducts field interviews, serves warrants and subpoenas, issues summons and makes arrests. Assists in the prosecution of offenders. Maintains administrative requirements and provides public information.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Provides response to calls for service by monitoring and operating communication equipment, assisting fire department, assisting EMS, responding to airport alerts, evaluating situations, conducting preliminary incident investigation, responding to crimes in progress, responds to accidents, providing information and advice, issuing citations, pursuing subjects, making arrests, conflict resolution.
2	M	Performs patrol duties by traveling through designated areas, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, and makes arrests.
3	M	Conducts criminal investigations by interviewing witnesses, investigating incidents, gathering evidence, making arrests, issuing summons and serving warrants.
4	M	Conducts accident investigation and traffic enforcement by interviewing witnesses, issuing summons, preparing reports, determining cause, directing traffic, and enforcing traffic laws.
5	L	Assists in the prosecution of offenders of criminal and traffic laws by preparing cases, testifying in court, working with commonwealth attorneys, and maintaining knowledge of state, local and federal laws.
6	L	Provides public services by providing security at public functions, referring victims to government agencies, maintaining visibility for crime deterrence and prevention, directing traffic, and meeting with the community.
7	L	Maintains administrative and equipment requirements by preparing report and non-report paperwork and forms, maintaining vehicles, inspecting and maintaining personal equipment.
8	L	Proficiently and properly operates required equipment.
9	M	Maintains all weapons, vehicles and other issued personal equipment. Attends required training and or certification classes.

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	<del>Six months as a Police Recruit</del> , Graduate from the Norfolk Police academy.
Certifications and Other Requirements	Valid Driver's License, Certification by the Department of Criminal Justice Services (DCJS), certified by Chief of Police as having completed his/her probationary period as a Police Recruit, has received the Oath of Office administered by the Chief of Police or designee and has received issuance of a warrant of appointment. <del>CPR, Virginia Criminal Information Network (VCIN), National Criminal Information Center (NCIC), DUI and SFST Administrator</del>
Reading	Work requires the ability to read various reports, bulletins, court documents, state and city codes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, correspondence, and memos.
Managerial	Managerial responsibilities may include designing and managing community activities and programs.
Budget Responsibility	N/A.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Initially works under close supervision and eventually work independently. Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with the public, customers and various state and federal agencies may also be required.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Speaking to groups, observations, during investigations or at crime scene
Sitting	C	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, to/from crime scene, during evidence searches, to/from meetings
Lifting	F	Office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton
Carrying	F	Office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton
Pushing/Pulling	F	During arrest or at crime scene
Reaching	F	Office supplies, prisoners
Handling	F	Office supplies, evidence, prisoners, handcuffs, handguns/firearms, baton
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, pepper spray
Kneeling	O	During arrests or at crime scene
Crouching	O	During arrests or at crime scene
Crawling	R	During arrests or at crime scene
Bending	F	During arrests or at crime scene, getting in/out of vehicle
Twisting	F	During arrests or at crime scene, getting in/out of vehicle
Climbing	O	Stairs, steps, during pursuit
Balancing	O	On walls, stairs, fences, when fighting suspects, conducting training assignments
Vision	C	Computer, reading, writing, filing, observations, investigations, making arrests, driving
Hearing	C	Telephone, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, meetings, sirens
Talking	C	Telephone, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, speaking engagements or presentations
Foot Controls	F	Driving
Other (specify)	F	Running, Pursuing and apprehending suspects.

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Office and police vehicle equipment. Computer systems and hardware, radio, whistle, flashlight, chemical weapons, surveillance equipment, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, narcotics testing equipment, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	W
Fire Hazards	S	Fumes and Odors	W
Explosives	D	Wetness/Humidity	W
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)